

CHAPTER 3:

INQUIRY

PURPOSE

In this chapter you will learn how to use the Inquiry function to view information pertaining to your organization and its data in the ASAP system.

ASAP PROCESS REVIEW

In ASAP Federal Agencies **PROVIDE** funds in ASAP, the Payment Requestors **DRAW DOWN** the funds, and Recipient Organizations **USE** the funds. ASAP user organizations are identified in the following way:

Federal Agency: is identified by an eight-digit Agency Location Code and, optionally, a 2-character region code.

Recipient Organization: recipients of Federal funds have a unique Recipient ID which is generated by ASAP.

Payment Requestors: have a unique Requestor ID which is generated by ASAP.

INQUIRY FEATURES

The ASAP Inquiry function allows you to view **transaction-level**, **account-level**, and **organization-level** information, as well as other **reference** information. Access to Inquiry screens is controlled: not all features or information are available to all users. This section only addresses those inquiry features available to Payment Requestors.

In the explanations below, the numbers in parentheses following the name of each inquiry option indicates the number of that option on the Inquiry Menu.

TRANSACTION-LEVEL

Payment Request Status Inquiry (#1) allows you to access information related to your organization's payment requests. You have the option of viewing payment status information on a single payment or all of your organization's payment requests within a specified date range.

Authorization Transaction Inquiry (#4) allows you to view all authorization transactions for your organization's ASAP Account(s) processed during a specific period.

Book Entry Adjustment Inquiry (#12) allows you to see information on book entry adjustments made to your ASAP Accounts.

ACCOUNT-LEVEL

Account Balance Inquiry (#2) allows you to view the current available balances for your ASAP Accounts. You have the option of requesting account balance information for a single account or a group of accounts.

Account Statement Inquiry (#3) allows you to view activity for a specified ASAP account. An account statement displays all transactions that have affected the ASAP Account's available balance in a specified date range (up to 32 days), along with the beginning and ending balances for that range.

Account Profile Inquiry (#5) allows you to view the profile of any of your organization's ASAP Accounts as established by the grantor Federal Agency. Each ASAP Account profile indicates the grantor Federal Agency, Recipient Organization, Account ID, authorized Payment Requestor, and other information about the account.

ORGANIZATION-LEVEL

Payment Requestor Inquiry (#7) allows you to view the information contained in a Payment Requestor profile.

Recipient Organization Inquiry (#8) allows you to view the information contained in a Recipient Organization's profile.

OTHER REFERENCE INFORMATION

CFDA Inquiry (#9) allows you to view Catalog of Federal Domestic Assistance (CFDA) numbers and program names.

ALC Inquiry (#10) allows you to view Agency Location Codes (ALCs) and Federal Agency names.

! Although the above categories are logical groupings of the many options on the Inquiry Menu, the sections of this chapter will cover the most frequently used options in the order they appear on the Inquiry Menu.

GETTING STARTED

To get to the starting point for the Examples in this chapter, follow the step on the next page.

ACTION:

From the Main menu, select menu option 2 for Inquiry and press Enter.

SPASAP SPASAP 01/08/1997 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS MAIN MENU SELECTIONS	01/08/97 HH:MM:SS
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<1>	PAYMENT REQUEST PROCESSING
<2>	INQUIRY MENU
<3>	ACCOUNT/AUTHORIZATION PROCESSING
<4>	RETURNED PAYMENT PROCESSING
<5>	TABLE MAINTENANCE
<6>	FRB SUPPORT PROCESSING
<7>	REPORT REQUEST PROCESSING

ENTER SELECTION NUMBER:	2
PRESS ENTER	

F2=EXIT	
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RESULT:

The Inquiry menu appears.

SP100A SP100AO 01/08/1997 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS INQUIRY MENU	01/08/97 HH:MM:SS
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** ASAP IS IN TEST MODE **	
< 1>	PAYMENT REQUEST STATUS INQUIRY PROMPT
< 2>	ACCOUNT BALANCE INQUIRY PROMPT
< 3>	ACCOUNT STATEMENT INQUIRY PROMPT
< 4>	AUTHORIZATION TRANSACTION INQUIRY PROMPT
< 5>	ACCOUNT PROFILE INQUIRY
< 6>	FEDERAL PROGRAM AGENCY INQUIRY
< 7>	PAYMENT REQUESTOR INQUIRY
< 8>	RECIPIENT ORGANIZATION INQUIRY
< 9>	CFDA INQUIRY
<10>	ALC INQUIRY
<11>	RETURNED PAYMENT INQUIRY PROMPT
<12>	BOOK ENTRY ADJUSTMENT INQUIRY PROMPT

ENTER SELECTION NUMBER:	
PRESS ENTER	

F2=EXIT	F5=MAIN
---------	---------

SECTION 3.1**PAYMENT REQUEST STATUS INQUIRY**

All users have access to payment request status information related to their own accounts. You might use this feature to, among other reasons:

- ▶ Verify that you posted a particular draw after entering one or more payment requests;
- ▶ Obtain a trace number on a payment to give to your Treasurer's office or financial institution to help track a payment.

The Payment Request Status Inquiry feature allows you to view all applicable payment requests for a specific date range (up to 93 days).

The **Payment Request Status Summary Inquiry** screen displays payment status information in a summary format. You may select a payment request from the summary screen and view detail on that payment request.

The **Payment Request Detail Transaction Inquiry** screen is used to review detailed information on a specific payment such as the date funds were transferred, the receiving depository financial institution and bank account number, the method of funds transfer, and payment trace information.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

- ▶ **Requestor Reference Number** - an identifier which may have been assigned by a Payment Requestor to individual payments (FEDWIRE or ACH) or to an entire summary payment (ACH only).
- ▶ **Request Status** (Prompt screen) and **Status** column (Summary screen) - the current status of the payment request. On-line payment requests that have been posted will have a status of "A" for Approved. In rare instances when the FEDWIRE or ACH systems reject a payment request, the status will be "R" for Rejected.
- ▶ **Request Dates From and To** - use these dates to specify a time period in which the payment request was made. If you leave the "Request Date To" field blank, it will default to the same date as the "Request Date From", making your date range equal to that one day only. If entered, the "Request Date To" cannot be greater than the current cycle date. Request dates do NOT NECESSARILY correspond to settlement dates (i.e., for ACH transactions, the settlement date - the date the funds were transferred to the Recipient's bank account - is the business day following the date the request was approved or the future date the payment was requested.)
- ▶ **Request Sequence Number** - assigned by the ASAP system when a payment request is approved. It consists of the following:

Date - the date the request was approved.

Terminal ID - the ASAP terminal (PC connection) from which the request was made.

Sequence # - a sequential number used to identify the session during which the request was made on a given terminal and date.

Item # - identifies the payment request line items within each request.

- ▶ **SEL** - typing an “S” in this column next to a request transaction on the Payment Request Status Summary Inquiry screen allows you to view detail information on that transaction.
- ▶ **TYPE** - indicates “S” for summary payments, “I” for individual payments
- ▶ **FUNDS IMAD** - an identifier assigned by the FUNDS (FEDWIRE) payment system to each FEDWIRE payment transaction for trace purposes.
- ▶ **ACH Cycle Date, Cycle, Batch Number, and Trace Number** - identifiers assigned by the ACH payment system to each ACH payment transaction for trace purposes.
- ▶ **DFI ABA Number** - the Routing Transit Number of the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH DFI ABA Number, as appropriate, specified on the Payment Requestor Profile.
- ▶ **Bank Account Number** - the Payment Requestor’s bank account number at the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH Bank Account Number, as appropriate, specified on the Payment Requestor Profile.
- ▶ **DFI Short Name** - the abbreviated name of the receiving financial institution identified by the DFI ABA Number above.
- ▶ **Request Status** (Detail screen) - a more detailed version of the status of a payment request. Values are:
 - “Queued to ACH”,
 - “Sent to ACH/FUNDS”,
 - “Sent and Processed”,
 - “Warehoused” or
 - “Rejected and Restored”.

PAYMENT REQUEST STATUS INQUIRY

GUIDE TO EXAMPLES

In this section, you will learn how to use the ASAP system to make Payment Request Status Inquiries. All users should walk through both examples in this section.

Example 1 shows how to make *wide search* Payment Request Status Inquiry - by specifying only the Recipient ID and date range.

Example 2 shows how to make a *narrower search* - by specifying the Recipient ID, Agency Location Code and date range.

NOTE: The User ID, ASAP ID, date of cancellation, and short name of the person/organization appears when the user is inquiring on a payment that they canceled.

EXAMPLE ONE

This example shows you how to make a Payment Request Status Inquiry by specifying only the Recipient ID and a date range.

- ▶ One Recipient Organization
- ▶ Date Range

STEP 1 - ACTION:

After selecting menu option 1 from the Inquiry menu, you will see the Payment Request Status Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP105AO         PAYMENT REQUEST STATUS INQUIRY PROMPT SCREEN          HH:MM:SS
01/08/1997 T

ENTER:

      REQUESTOR ID: 0101234                      SHORT NAME:
      RECIPIENT ID: 0101111                      SHORT NAME:
AGENCY LOCATION CODE/REGION:      /      SHORT NAME:

      ACCOUNT ID: _____
      REQUESTOR REFERENCE NUMBER: _____

      REQUEST STATUS: _____
      REQUEST DATE FROM: 01 /01 /1997 TO: 01 /08 /1997

      F4=MENU F5=MAIN

```

STEP 1- RESULT:

The following summary screen appears with all the Payment Request Transactions matching the criteria specified on the prompt screen. Transactions are presented in ascending order by request date, then by Recipient ID, then by Agency Location Code and then by Account ID. NOTE: The F8=PGDN indicates that there may be additional payment request transactions in this example. The five accounts requested against in the Master Summary Example 1 are shown on the first page.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY SCREEN          HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:      /      SHORT NAME: US MONEY1
ACCOUNT ID: _____ REQUESTOR REF NUM:
REQUEST STATUS: REQUEST DATE FROM: 01/01/1997 TO: 01/08/1997

SEL      REQ DATE      ALC      TYPE      RECIPIENT ID      ACCOUNT ID      STATUS
      AMOUNT

-      01/08/1997      11000001      S      0101111      F1R10003      A
      $1,000.00
-      01/08/1997      11000001      S      0101111      F1R10007      A
      $2,000.00
-      01/08/1997      11000001      S      0101111      F1R10009      A
      $3,000.00
-      01/08/1997      11000001      S      0101111      F1R10012      A
      $2,000.00
-      01/08/1997      11000001      S      0101111      F1R10015      A
      $1,000.00

      F3=PRMT F4=MENU F5=MAIN                      F8=PGDN F9=ALC F10=RO F11=ACCT

```

STEP 2 - ACTION:

Type the letter S in the SEL field next to the first payment request transaction in the list and press Enter.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP110AO        PAYMENT REQUEST STATUS SUMMARY INQUIRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      SHORT NAME:GRAY U
RECIPIENT ID: 0101111                      SHORT NAME:GRAY U
AGENCY LOCATION CODE/REGION:                /      SHORT NAME:US MONEY1
ACCOUNT ID:                                REQUESTOR REF NUM:
REQUEST STATUS:                            REQUEST DATE FROM: 01/01/1997 TO: 01/08/1997

```

SEL	REQ DATE	ALC	AMOUNT	TYPE	RECIPIENT ID	ACCOUNT ID	STATUS
S	01/08/1997	11000001	\$1,000.00	S	0101111	F1R10003	A
-	01/08/1997	11000001	\$2,000.00	S	0101111	F1R10007	A
-	01/08/1997	11000001	\$3,000.00	S	0101111	F1R10009	A
-	01/08/1997	11000001	\$2,000.00	S	0101111	F1R10012	A
-	01/08/1997	11000001	\$1,000.00	S	0101111	F1R10015	A

F3=PRMT F4=MENU F5=MAIN F8=PGDN F9=ALC F10=RO F11=ACCT

STEP 2 - RESULT:

The following screen appears with the detailed information for the selected Payment Request transaction. NOTE: in the test region, the ACH cycle date, cycle, batch number and trace number fields are blank. These fields are shown on the screen below strictly for example.

```

SP111A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP111AO        PAYMENT REQUEST DETAIL TRANSACTION INQUIRY SCREEN      HH:MM:SS
01/08/1997 T
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME:US MONEY1
RECIPIENT ID: 0101111                      SHORT NAME:GRAY U
REQUESTOR ID: 0101234                      SHORT NAME:GRAY U
ACCOUNT ID: F1R10003                      SETTLEMENT DATE: 01/09/1997
REQUEST DATE: 01/08/1997                  REQUESTOR REF NUM: 012345678910123
REQUEST TIME: 10:40:22                   REQUEST AMT: $1,000.00
FUNDS IMAD:
ACH CYCLE DATE: 01/08/1997                ACH CYCLE: A                ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER: 041085600000805
DFI ABA NUMBER: 010101010                BANK ACCOUNT NUMBER: 9543210876
DFI SHORT NAME: ABCD

```

REQUEST SEQUENCE NUMBER
 DATE (MM/DD/CCYY): 01/08/1997 TERMINAL ID: E1QP120V
 SEQUENCE#: 000002 ITEM #: 000001
 LOGON ID:
 REQUEST STATUS: SENT AND PROCESSED
 F3=PRMT F4=MENU F5=MAIN F11=LIST

STEP 3 - ACTION:

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

```
SP111A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP111AO          PAYMENT REQUEST DETAIL TRANSACTION INQUIRY SCREEN      HH:MM:SS
01/08/1997 T
AGENCY LOCATION CODE/REGION: 11000001/                                SHORT NAME:US MONEY1
RECIPIENT ID: 0101111                                           SHORT NAME:GRAY U
REQUESTOR ID: 0101234                                           SHORT NAME:GRAY U
ACCOUNT ID: F1R10003                                           SETTLEMENT DATE:01/09/1997
REQUEST DATE: 01/08/1997                                       REQUESTOR REF NUM: 012345678910123
REQUEST TIME: 10:40:22                                         REQUEST AMT: $1,000.00
FUNDS IMAD:
ACH CYCLE DATE: 01/08/1997      ACH CYCLE:  A      ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER: 041085600000805
DFI ABA NUMBER: 010101010      BANK ACCOUNT NUMBER: 9543210876
DFI SHORT NAME: ABCD

REQUEST SEQUENCE NUMBER
DATE (MM/DD/CCYY): 01/08/1997  TERMINAL ID: E1QP120V
SEQUENCE#: 000002              ITEM #: 000001
LOGON ID:
REQUEST STATUS: SENT AND PROCESSED

F3=PRMT  F4=MENU  F5=MAIN                                          F11=LIST
```

STEP 3 - RESULT:

The blank prompt screen appears.

```
SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT SCREEN          HH:MM:SS
01/08/1997 T

ENTER:

REQUESTOR ID: 0101234                                           SHORT NAME: GRAY U
RECIPIENT ID: 0101111                                           SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: /                                SHORT NAME: US MONEY1

ACCOUNT ID:
REQUESTOR REFERENCE NUMBER:

REQUEST STATUS:
REQUEST DATE FROM: 01/01/97      TO: 01/08/97

F4=MENU F5=MAIN
```

EXAMPLE TWO

The following example shows you how to inquire on payment requests for one Recipient and one Agency Location Code within a given date range.

- ▶ One Recipient Organization
- ▶ One Agency Location Code
- ▶ Date Range

STEP 1 - ACTION:

Fill in the prompt screen as shown below and press Enter.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP105AO        PAYMENT REQUEST STATUS INQUIRY PROMPT SCREEN          HH:MM:SS
01/08/1997 T

ENTER:

    REQUESTOR ID: 0101234                      SHORT NAME:
    RECIPIENT ID: 0101111                      SHORT NAME:
    AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:

    ACCOUNT ID: _____
    REQUESTOR REFERENCE NUMBER: _____

    REQUEST STATUS: _____
    REQUEST DATE FROM: 01 / 01 / 1997    TO: 01 / 08 / 1997

                                F4=MENU F5=MAIN

```

STEP 1- RESULT:

The following screen appears with all the Payment Request Transactions matching the criteria specified on the prompt screen. NOTE: The F8=PGDN indicates that there are additional payment request transactions in this example. You may want to page through the screens and note that only the requests associated with the 11000001 Agency Location Code are on the list.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP110AO        PAYMENT REQUEST STATUS SUMMARY INQUIRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      SHORT NAME:GRAY U
RECIPIENT ID: 0101111                      SHORT NAME:GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:US MONEY1
ACCOUNT ID: _____ REQUESTOR REF NUM:
REQUEST STATUS: REQUEST DATE FROM: 01/01/1997 TO: 01/08/1997

SEL   REQ DATE   AMOUNT   ALC   TYPE   RECIPIENT ID   ACCOUNT ID   STATUS
-     01/08/1997   $1,000.00  11000001   S     0101111       F1R10003     A
-     01/08/1997   $2,000.00  11000001   S     0101111       F1R10007     A
-     01/08/1997   $3,000.00  11000001   S     0101111       F1R10009     A
-     01/08/1997   $2,000.00  11000001   S     0101111       F1R10012     A
-     01/08/1997   $1,000.00  11000001   S     0101111       F1R10015     A

                                F3=PRMT F4=MENU F5=MAIN          F8=PGDN F9=ALC F10=RO F11=ACCT

```

STEP 2 - ACTION:

Hit F8=PGDN to view the second page of payment requests in the list.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      SHORT NAME:GRAY U
RECIPIENT ID: 0101111                      SHORT NAME:GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /    SHORT NAME:US MONEY1
ACCOUNT ID:                                REQUESTOR REF NUM:
REQUEST STATUS:                            REQUEST DATE FROM: 01/01/1997 TO: 01/08/1997

```

SEL	REQ DATE	ALC	AMOUNT	TYPE	RECIPIENT ID	ACCOUNT ID	STATUS
-	01/08/1997	11000001	\$1,000.00	S	0101111	F1R10003	A
-	01/08/1997	11000001	\$2,000.00	S	0101111	F1R10007	A
-	01/08/1997	11000001	\$3,000.00	S	0101111	F1R10009	A
-	01/08/1997	11000001	\$2,000.00	S	0101111	F1R10012	A
-	01/08/1997	11000001	\$1,000.00	S	0101111	F1R10015	A

F3=PRMT F4=MENU F5=MAIN F8=PGDN F9=ALC F10=RO F11=ACCT

STEP 2 - RESULT:

The second page of payment requests appears.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID:0101234                      SHORT NAME:GRAY U
RECIPIENT ID: 0101111                      SHORT NAME:GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /    SHORT NAME:US MONEY1
ACCOUNT ID:                                REQUESTOR REF NUM:
REQUEST STATUS:                            REQUEST DATE FROM: 01/01/1997 TO: 01/08/1997

```

SEL	REQ DATE	ALC	AMOUNT	TYPE	RECIPIENT ID	ACCOUNT ID	STATUS
-	01/08/1997	11000001	\$5,000.00	S	0101111	F1R10002	A
-	01/08/1997	11000001	\$4,000.00	S	0101111	F1R10003	A
-	01/08/1997	22000000/02	\$20,000.00	S	0101111	F2R10002	A
-	01/08/1997	22000000/02	\$30,000.00	S	0101111	F2R10003	A
-	01/08/1997	11000001	\$100,000.00	I	0101111	F1R10001	A

F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN F9=ALC F10=RO F11=ACCT

STEP 3 - ACTION:

Type the letter S in the SEL field next to the \$100,000.00 individual payment request transaction and press Enter.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      SHORT NAME:GRAY U
RECIPIENT ID: 0101111                      SHORT NAME:GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /    SHORT NAME:US MONEY1
ACCOUNT ID:                                REQUESTOR REF NUM:
REQUEST STATUS:                            REQUEST DATE FROM: 01/01/1997 TO: 01/08/1997

```

SEL	REQ DATE	ALC	AMOUNT	TYPE	RECIPIENT ID	ACCOUNT ID	STATUS
-	01/08/1997	11000001	\$5,000.00	S	0101111	F1R10002	A
-	01/08/1997	11000001	\$4,000.00	S	0101111	F1R10003	A
-	01/08/1997	22000000/02	\$20,000.00	S	0101111	F2R10002	A
-	01/08/1997	22000000/02	\$30,000.00	S	0101111	F2R10003	A
S	01/08/1997	11000001	\$100,000.00	I	0101111	F1R10001	A

F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN F9=ALC F10=RO F11=ACCT

STEP 3 - RESULT:

The following screen appears with the detailed information for the selected Payment Request transaction. **NOTE:** In the test region, the FUNDS IMAD field may be blank. These fields are shown on the screen below strictly for example.

```

SP111A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP111AO         PAYMENT REQUEST DETAIL TRANSACTION INQUIRY SCREEN    HH:MM:SS
01/08/1997 T
AGENCY LOCATION CODE/REGION: 11000001 /    SHORT NAME:US MONEY1
RECIPIENT ID: 0101111                      SHORT NAME:GRAY U
REQUESTOR ID: 0101234                      SHORT NAME:GRAY U
ACCOUNT ID: F1R10001                      SETTLEMENT DATE: 01/08/1997
REQUEST DATE: 01/08/1997                  REQUESTOR REF NUM: 9875612340
REQUEST TIME: 14:10:25                    REQUEST AMT: $100,000.00
FUNDS IMAD: 0108 E1QSP11A 000001
ACH CYCLE DATE:      ACH CYCLE:            ACH BATCH NUMBER:
ACH TRACE NUMBER:
DFI ABA NUMBER: 010101010                BANK ACCOUNT NUMBER: 9543210876
DFI SHORT NAME: ABCD

REQUEST SEQUENCE NUMBER
DATE (MM/DD/CCYY): 01/08/1997            TERMINAL ID: E1QP120V
SEQUENCE#: 000006                        ITEM #: 000001
LOGON ID:
REQUEST STATUS: SENT AND PROCESSED
F3=PRMT F4=MENU F5=MAIN                                F11=LIST

```

STEP 4 - ACTION:

Press F4=MENU to return to the INQUIRY MENU.

```
SP111A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP111AO         PAYMENT REQUEST DETAIL TRANSACTION INQUIRY SCREEN      HH:MM:SS
01/08/1997 T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME:GRAY U
REQUESTOR ID: 0101234          SHORT NAME:GRAY U
ACCOUNT ID: F1R10001          SETTLEMENT DATE:01/08/1997
REQUEST DATE: 01/08/1997      REQUESTOR REF NUM: 9875612340
REQUEST TIME: 14:10:25        REQUEST AMT: $100,000.00
FUNDS IMAD: 0108 E1QSPI1A 000001
ACH CYCLE DATE:    ACH CYCLE:          ACH BATCH NUMBER:
ACH TRACE NUMBER:
DFI ABA NUMBER: 010101010      BANK ACCOUNT NUMBER: 9543210876
DFI SHORT NAME: ABCD

REQUEST SEQUENCE NUMBER
DATE (MM/DD/CCYY): 01/08/1997  TERMINAL ID: E1QP120V
SEQUENCE#: 000006              ITEM #: 000001
LOGON ID:
REQUEST STATUS: SENT AND PROCESSED

F3=PRMT  F4=MENU  F5=MAIN                      F11=LIST
```

STEP 4 - RESULT:

The following screen appears allowing for selection of another INQUIRY option.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP100AO         INQUIRY MENU                                          HH:MM:SS
01/08/1997 T

< 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
< 2>  ACCOUNT BALANCE INQUIRY PROMPT
< 3>  ACCOUNT STATEMENT INQUIRY PROMPT
< 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
< 5>  ACCOUNT PROFILE INQUIRY
< 6>  FEDERAL PROGRAM AGENCY INQUIRY
< 7>  PAYMENT REQUESTOR INQUIRY
< 8>  RECIPIENT ORGANIZATION INQUIRY
< 9>  CFDA INQUIRY
<10>  ALC INQUIRY
<11>  RETURNED PAYMENT INQUIRY PROMPT
<12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT

ENTER SELECTION NUMBER:
PRESS ENTER

F2=EXIT      F5=MAIN
```

SECTION 3.2

ACCOUNT BALANCE INQUIRY

This feature allows you to view the **cumulative authorizations, cumulative draws/returned payments/book entry adjustments (RP/BE)** and the **current available balances** for your ASAP Accounts, which is the amount of money available for drawdown. You have the option of requesting account balance information for a single account or a group of accounts.

The **cumulative authorizations** column is the sum of all authorization transactions which have been applied to the account balance.

The **cumulative draws/RP/BE** is calculated as follows:

- ▶ The sum of all **approved payment requests** against that account (recall that the amount of a payment request is subtracted from the available balance as soon as the request is approved, even if the funds have not yet settled at the receiving financial institution);
- ▶ PLUS the sum of all **negative draw amounts**;
- ▶ PLUS **book entry adjustment credits**
- ▶ LESS **book entry adjustment debits**
- ▶ PLUS the sum of any **funds returned** to ASAP via your financial institution **and classified** by an RFC back to the ASAP Account in question.

The **current available balance** is calculated as follows:

- ▶ the net of the cumulative authorizations reduced by the net amount of the cumulative draws/RP/BE.
- ! The account balance shown may be **negative** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

NOTE: If there is a warehoused authorization for an account(s) on the list, that account(s) will be highlighted. The last page of Account Balance Inquiry (if there are multiple pages) will contain a total for each column.

GUIDE TO EXAMPLES

In this section, users will learn how to use the Account Balance Inquiry feature.

There is only one example in this section, and all users should complete the steps in this example.

EXAMPLE ONE

Use the Account Balance Inquiry feature to inquire on the available balance for multiple accounts.

- ▶ One Recipient Organization
- ▶ One Federal Agency
- ▶ Multiple Accounts

STEP 1 - ACTION:

After selecting menu option 2 from the Inquiry menu, you will see the Account Balance Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID field blank.

SP115A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP115AO	ACCOUNT BALANCE INQUIRY PROMPT SCREEN	HH:MM:SS
01/08/1997 T		
REQUESTOR ID: 0101234		SHORT NAME:
ENTER:		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME:
ACCOUNT ID: _____		
F4=MENU F5=MAIN		

STEP 1 - RESULT:

The following screen appears with all account balances for criteria specified on the prompt screen. Note: The F8=PGDN indicates that there are additional account balances in this example.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP120AO	ACCOUNT BALANCE INQUIRY SCREEN		HH:MM:SS
01/08/1997 T			
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME:US MONEY1	
RECIPIENT ID: 0101111		SHORT NAME:GRAY U	
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAILABLE BALANCE
F1R10001	\$500,000.00	\$53,000.00	\$447,000.00
F1R10002	\$500,000.00	\$73,000.00	\$427,000.00
F1R10003	\$500,000.00	\$48,000.00	\$452,000.00
F1R10004	\$500,000.00	\$230,000.00	\$270,000.00
F1R10005	\$500,000.00	\$50,000.00	\$450,000.00
F1R10006	\$500,000.00		\$500,000.00
F1R10007	\$500,000.00	\$2,000.00	\$498,000.00
F1R10008	\$500,000.00		\$500,000.00
F1R10009	\$500,000.00	\$3,000.00	\$497,000.00
F1R10010	\$500,000.00		\$500,000.00
F3=PRMT F4=MENU F5=MAIN		F8=PGDN F9=ALC F10=RO	

STEP 2 - ACTION:

Press F4=MENU to return to the Inquiry Menu.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP120AO	ACCOUNT BALANCE INQUIRY SCREEN		HH:MM:SS
01/08/1997 T			
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME:US MONEY1	
RECIPIENT ID: 0101111		SHORT NAME:GRAY U	

ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAILABLE BALANCE
F1R10001	\$500,000.00	\$53,000.00	\$447,000.00
F1R10002	\$500,000.00	\$73,000.00	\$427,000.00
F1R10003	\$500,000.00	\$48,000.00	\$452,000.00
F1R10004	\$500,000.00	\$230,000.00	\$270,000.00
F1R10005	\$500,000.00	\$50,000.00	\$450,000.00
F1R10006	\$500,000.00		\$500,000.00
F1R10007	\$500,000.00	\$2,000.00	\$498,000.00
F1R10008	\$500,000.00		\$500,000.00
F1R10009	\$500,000.00	\$3,000.00	\$497,000.00
F1R10010	\$500,000.00		\$500,000.00

F3=PRMT F4=MENU F5=MAIN F7=PGUP F9=ALC F10=RO

STEP 2 - RESULT:

The following screen appears, allowing for selection of another INQUIRY option.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP100AO	INQUIRY MENU		HH:MM:SS
01/08/1997 T			

< 1>	PAYMENT REQUEST STATUS INQUIRY PROMPT
< 2>	ACCOUNT BALANCE INQUIRY PROMPT
< 3>	ACCOUNT STATEMENT INQUIRY PROMPT
< 4>	AUTHORIZATION TRANSACTION INQUIRY PROMPT
< 5>	ACCOUNT PROFILE INQUIRY
< 6>	FEDERAL PROGRAM AGENCY INQUIRY
< 7>	PAYMENT REQUESTOR INQUIRY
< 8>	RECIPIENT ORGANIZATION INQUIRY
< 9>	CFDA INQUIRY
<10>	ALC INQUIRY
<11>	RETURNED PAYMENT INQUIRY PROMPT
<12>	BOOK ENTRY ADJUSTMENT INQUIRY PROMPT

ENTER SELECTION NUMBER:
PRESS ENTER

F2=EXIT F5=MAIN

SECTION 3.3

ACCOUNT STATEMENT INQUIRY

This feature allows you to display account statements for any of your ASAP accounts.

The account statement presents the beginning balance, ending balance, and transactions that affected the account's available balance for a specified time period. You may request account statements for **any period of up to 93 days** in the account's history, provided the period does not

extend beyond the current date. You may review the entire statement history for an account in 93-day increments, from the date of the first account activity up to the current date.

Transactions displayed include **applied authorizations** (increases and decreases), **approved payment requests including negative draws, book entry adjustments and returned payments**. Account statement transactions appear in ascending order according to the **date and time at which the transactions updated the available balance**.

Authorization transactions that have altered the account's available balance are shown on the Account Statement on the **applied date**. Authorization transactions effective on a future date will not appear on the Account Statement. Future dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

A **payment transaction** is reflected on the Account Statement when the payment request is **approved**. Approved payment requests update the available balance immediately even if funds will be transferred the next day via ACH.

Book Entry Adjustments, which move funds between ASAP accounts within a given Agency Location Code/Region, are also reflected in the Account Statement. A book entry credit to an account appears as an increase to the available balance, and a book entry debit appears as a decrease to the available balance according to the date that the adjustment was posted.

Returned Payments are funds returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Statement on the date the returned payment was **classified** by an RFC to the ASAP account. The classified date of a returned payment may or may not be the same as the date the returned payment was received by the ASAP system.

! The account statement may show a **negative balance** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

- ▶ **Date From and To** - refer **only** to the dates on which a transaction **updated the available balance** for an ASAP Account. They do not necessarily mean “effective date” for authorizations or “settlement date” for payment requests.
- ▶ **Type** - This column on the account statement indicates the transaction type of an increase or decrease to the available balance. Values are:
 - AT** - applied authorization transactions
 - PY** - approved payment requests
 - BE** - posted book entry adjustments
 - RP** - classified returned payments
 - CN** - canceled payments
- ▶ **Warehoused authorization(s)** for the account(s) will be highlighted if any exist.

HOW TO BUILD YOUR INQUIRY

You **must** enter data in **all fields** on the prompt in order to build an account statement inquiry.

GUIDE TO EXAMPLES

In this section, users will learn how to use the Account Statement Inquiry feature.

There is only one example in this section, and all users should complete the steps in this example.

Example One

Use the Account Statement Inquiry feature to inquire on your account statement transactions.

- ▶ One Account ID
- ▶ One Agency Location Code
- ▶ One Recipient ID
- ▶ Date Range

STEP 1 - ACTION:

After selecting menu option 3 from the Inquiry menu, you will see the Account Statement Inquiry Prompt screen. Fill in the prompt screen shown below and press Enter.

```

SP125A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP125AO          ACCOUNT STATEMENT INQUIRY PROMPT SCREEN             HH:MM:SS
01/08/1997 T

ENTER:

ACCOUNT ID: F1R10002_____

AND AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME:

AND RECIPIENT ID: 0101111 SHORT NAME:

AND FROM: 01 /01 / 1997 TO: 01 /08 / 1997

F4=MENU F5=MAIN

```

STEP 1 - RESULT:

The following screen appears showing all account statement transactions for the criteria specified on the prompt screen.

```

SP130A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP130AO          ACCOUNT STATEMENT INQUIRY SCREEN                     HH:MM:SS
01/08/1997 T
AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME:US MONEY1
RECIPIENT ID: 0101111 SHORT NAME:GRAY U
ACCOUNT ID: F1R10002 FROM 01/01/1997 TO 01/08/1997

BEGINNING DATE: 01/01/1997 BEGINNING BALANCE: $0.00
APPL. DATE EFF. DATE TYPE INCREASES DECREASES
01/02/1997 01/02/1997 AT $500,000.00
01/08/1997 01/09/1997 PY $5,000.00
01/08/1997 01/08/1997 PY $100,000.00
01/08/1997 01/09/1997 PY $25,000.00
01/08/1997 01/09/1997 PY $1,000.00
01/08/1997 01/09/1997 PY $1,000.00
01/08/1997 01/09/1997 PY $1,000.00
01/08/1997 01/09/1997 PY $10,000.00
01/08/1997 01/08/1997 BE $50,000.00

ENDING DATE: 01/08/1997 ENDING BALANCE: $427,000.00

F3=PRMT F4=MENU F5=MAIN F11=ACCT

```


STEP 2 - ACTION:

Press F4=MENU to return to the Inquiry Menu.

SP130A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP130AO	ACCOUNT STATEMENT INQUIRY SCREEN		HH:MM:SS
01/08/1997 T			
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME:US MONEY1	
RECIPIENT ID: 0101111		SHORT NAME:GRAY U	
ACCOUNT ID: F1R10002		FROM 01/01/1997 TO 01/08/1997	
BEGINNING DATE: 01/01/1997		BEGINNING BALANCE:	\$0.00
APPL. DATE	EFF. DATE	TYPE	INCREASES DECREASES
01/02/1997	01/02/1997	AT	\$500,000.00
01/08/1997	01/09/1997	PY	\$5,000.00
01/08/1997	01/08/1997	PY	\$100,000.00
01/08/1997	01/09/1997	PY	\$25,000.00
01/08/1997	01/09/1997	PY	\$1,000.00
01/08/1997	01/09/1997	PY	\$1,000.00
01/08/1997	01/09/1997	PY	\$1,000.00
01/08/1997	01/09/1997	PY	\$10,000.00
01/08/1997	01/08/1997	BE	\$50,000.00
ENDING DATE: 01/08/1997		ENDING BALANCE:	\$427,000.00
F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN			F11=ACCT

STEP 2 - RESULT:

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP100AO	INQUIRY MENU		HH:MM:SS
01/08/1997 T			
<ul style="list-style-type: none"> < 1> PAYMENT REQUEST STATUS INQUIRY PROMPT < 2> ACCOUNT BALANCE INQUIRY PROMPT < 3> ACCOUNT STATEMENT INQUIRY PROMPT < 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT < 5> ACCOUNT PROFILE INQUIRY < 6> FEDERAL PROGRAM AGENCY INQUIRY < 7> PAYMENT REQUESTOR INQUIRY < 8> RECIPIENT ORGANIZATION INQUIRY < 9> CFDA INQUIRY <10> ALC INQUIRY <11> RETURNED PAYMENT INQUIRY PROMPT <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT 			
ENTER SELECTION NUMBER: PRESS ENTER			
F2=EXIT		F5=MAIN	

SECTION 3.4**AUTHORIZATION TRANSACTION INQUIRY**

This feature allows you to display information on all authorization transactions affecting your

ASAP Accounts in a specified date range.

The user may inquire on all authorizations **entered** during the date range specified, regardless of whether the authorizations became effective during that time. The prompt screen can be used to specify one or more accounts. Based upon the criteria specified on the prompt screen, the AUTHORIZATION TRANSACTION SUMMARY SCREEN is displayed. The user may select an authorization transaction from the summary screen on which to view detailed information.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature.

Authorization Date - Date that authorization was entered into system. Range is less than or equal to 93 days.

Effective Date - The date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to current date, authorization is applied (balance is updated) AS OF current date. See "Applied Date".

Applied Date - The applied date for authorization transactions is the date in which the authorization affected the account balance. This is usually the date in which the Federal Agency entered the authorization into ASAP.

STA - Indicates the status of each authorization upon posting: "A" for applied, "U" for uncertified, and "W" for warehoused.

I/D - Indicates whether the authorization amount will be an increase (I), or a decrease (D).

HOW TO BUILD YOUR INQUIRY

In order to view the authorization information for an ASAP account, you must specify a valid combination of:

the **Agency Location Code/ Region** of the Federal Agency providing funds,

the **Recipient ID** of the Recipient Organization using the funds, and

the **Authorization Date To - From** - used to identify the date range the funds were authorized.

GUIDE TO EXAMPLES

In this section, users will learn how to use the Authorization Transaction Inquiry feature.

EXAMPLE ONE

Use the Authorization Transaction Inquiry feature to inquire on the authorized transactions made for a specific Recipient Organization - Federal Agency combination.

- ▶ One Recipient Organization
- ▶ One Federal Agency
- ▶ Multiple Accounts

STEP 1 - ACTION:

After selecting menu option 4 from the Inquiry menu, you will see the Authorization Transaction Inquiry prompt screen. Fill in the prompt screen as shown below and press Enter.

```

SP135A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP135AO         AUTHORIZATION TRANSACTION INQUIRY PROMPT             HH:MM:SS
01/08/1997 T

ENTER:

AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:
RECIPIENT ID: 0101111                      SHORT NAME:
ACCOUNT ID: _____
GROUP ID: _____
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM: 01 /01/1997        TO: 01 /08/1997

F4=MENU F5=MAIN

```

STEP 1 - RESULT:

The following screen appears with all the Authorization Transaction Summary information for the criteria specified on the prompt screen. NOTE: The F8=PGDN indicates that there are additional authorization transactions in this example.

```

SP140A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP140AO         AUTHORIZATION TRANSACTION SUMMARY INQUIRY SCREEN      HH:MM:SS
01/08/1997 T
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:US MONEY1
RECIPIENT ID: 0101111                      SHORT NAME:GRAY U
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM: 01/01/1997        TO: 01/08/1997

S   GROUP      ACCOUNT ID      AUTHORIZATION AMT    I/D  EFFECT DTE    STA
-   -          -              -                   -    -          -
-   -          F1R10001      $      500,000.00    I    01/08/1997    A
-   -          F1R10002      $      500,000.00    I    01/08/1997    A
-   -          F1R10003      $      500,000.00    I    01/08/1997    A
-   -          F1R10004      $      500,000.00    I    01/08/1997    A
-   -          F1R10005      $      500,000.00    I    01/08/1997    A
-   -          F1R10006      $      500,000.00    I    01/08/1997    A
-   -          F1R10007      $      500,000.00    I    01/08/1997    A

F3=PRMT F4=MENU F5=MAIN          F8=PGDN F9=ALC F10=RO

```

STEP 2 - ACTION:

Type the letter S in the select field next to the authorization transaction for which you want to see detailed information and press Enter..

SP140A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97			
SP140AO	AUTHORIZATION TRANSACTION SUMMARY INQUIRY SCREEN		HH:MM:SS			
01/08/1997 T						
AGENCY LOCATION CODE/REGION: 11000001 /			SHORT NAME:US MONEY1			
RECIPIENT ID: 0101111			SHORT NAME:GRAY U			
AGENCY REFERENCE NUMBER:						
AUTHORIZATION DATE FROM: 01/01/1997 TO: 01/08/1997						
S	GROUP	ACCOUNT ID	AUTHORIZATION AMT	I/D	EFFECT DTE	STA
S		F1R10001	\$ 500,000.00	I	01/08/1997	A
-		F1R10002	\$ 500,000.00	I	01/08/1997	A
-		F1R10003	\$ 500,000.00	I	01/08/1997	A
-		F1R10004	\$ 500,000.00	I	01/08/1997	A
-		F1R10005	\$ 500,000.00	I	01/08/1997	A
-		F1R10006	\$ 500,000.00	I	01/08/1997	A
-		F1R10007	\$ 500,000.00	I	01/08/1997	A
F3=PRMT F4=MENU F5=MAIN			F8=PGDN F9=ALC F10=RO			

STEP 2 - RESULT:

The following screen appears with the detailed information for the selected authorization transaction.

SP141A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97	
SP141AO	AUTHORIZATION TRANSACTION DETAIL INQUIRY SCREEN		HH:MM:SS	
01/08/1997 T				
AGENCY LOCATION CODE/REGION: 11000001 /			SHORT NAME:US MONEY1	
RECIPIENT ID: 0101111			SHORT NAME:GRAY U	
ACCOUNT ID: F1R10001				
GROUP ID:				
AGENCY REFERENCE NUMBER: ABC-9876-02				
AUTHORIZATION AMOUNT: \$500,000.00 INCREASE/DECREASE IND: I				
EFFECTIVE DT: 01/08/1997 APPLIED DT: 01/08/1997 CERTIFY DT: 01/08/1997				
AUTHORIZATION SEQUENCE NUMBER: 01/08/1997 D1EM4A6T 000002 000002 17:07:45				
AUTHORIZATION STATUS: A				
REJECT REASON:				
INITIATOR: D1XXX02			CERTIFIER: T1XXX02	
F3=PRMT F4=MENU F5=MAIN			F11=LIST	

STEP 3 - ACTION:

Press F11=LIST to return to the summary inquiry screen.

```
SP141A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP141AO          AUTHORIZATION TRANSACTION DETAIL INQUIRY SCREEN      HH:MM:SS
01/08/1997 T

AGENCY LOCATION CODE/REGION: 11000001          SHORT NAME:US MONEY1
RECIPIENT ID: 0101111                          SHORT NAME:GRAY U
ACCOUNT ID: F1R10001
GROUP ID:
AGENCY REFERENCE NUMBER: ABC-9876-02

AUTHORIZATION AMOUNT: $500,000.00          INCREASE/DECREASE IND: I
EFFECTIVE DT: 01/08/1997    APPLIED DT: 01/08/1997    CERTIFY DT: 01/08/1997
AUTHORIZATION SEQUENCE NUMBER: 01/08/1997 D1EM4A6T 000002 000012 17:07:45

AUTHORIZATION STATUS: A
REJECT REASON:

INITIATOR: D1XXX02                          CERTIFIER: T1XXX02

F3=PRMT F4=MENU F5=MAIN                      F11=LIST
```

STEP 3 - RESULT:

The following screen appears, allowing for the selection of another transaction.

```
SP140A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP140AO          AUTHORIZATION TRANSACTION SUMMARY INQUIRY SCREEN      HH:MM:SS
01/08/1997 T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:US MONEY1
RECIPIENT ID: 0101111                          SHORT NAME:GRAY U
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM: 01/01/1997    TO: 01/08/1997

S   GROUP      ACCOUNT ID      AUTHORIZATION AMT    I/D  EFFECT DTE    STA
-   -          -              $              500,000.00    I   01/08/1997    A
-   -          F1R10001
-   -          F1R10002      $              500,000.00    I   01/08/1997    A
-   -          F1R10003      $              500,000.00    I   01/08/1997    A
-   -          F1R10004      $              500,000.00    I   01/08/1997    A
-   -          F1R10005      $              500,000.00    I   01/08/1997    A
-   -          F1R10006      $              500,000.00    I   01/08/1997    A
-   -          F1R10007      $              500,000.00    I   01/08/1997    A

F3=PRMT F4=MENU F5=MAIN                      F8=PGDN F9=ALC F10=RO
```

STEP 4 - ACTION:

Press F4=MENU to return to the Inquiry menu.

SP140A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP140AO	AUTHORIZATION TRANSACTION SUMMARY INQUIRY SCREEN		HH:MM:SS
01/08/1997 T			
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME:US MONEY1	
RECIPIENT ID: 0101111		SHORT NAME:GRAY U	
AGENCY REFERENCE NUMBER:			
AUTHORIZATION DATE FROM: 01/01/1997 TO: 01/08/1997			

S	GROUP	ACCOUNT ID	AUTHORIZATION AMT	I/D	EFFECT DTE	STA
-		F1R10001	\$ 500,000.00	I	01/08/1997	A
-		F1R10002	\$ 500,000.00	I	01/08/1997	A
-		F1R10003	\$ 500,000.00	I	01/08/1997	A
-		F1R10004	\$ 500,000.00	I	01/08/1997	A
-		F1R10005	\$ 500,000.00	I	01/08/1997	A
-		F1R10006	\$ 500,000.00	I	01/08/1997	A
-		F1R10007	\$ 500,000.00	I	01/08/1997	A

F3=PRMT F4=MENU F5=MAIN F8=PGDN F9=ALC F10=RO

STEP 4 - RESULT:

The Inquiry menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/1997
SP100AO	INQUIRY MENU		HH:MM:SS
01/08/1997 T			

<p>< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT</p> <p>< 2> ACCOUNT BALANCE INQUIRY PROMPT</p> <p>< 3> ACCOUNT STATEMENT INQUIRY PROMPT</p> <p>< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT</p> <p>< 5> ACCOUNT PROFILE INQUIRY</p> <p>< 6> FEDERAL PROGRAM AGENCY INQUIRY</p> <p>< 7> PAYMENT REQUESTOR INQUIRY</p> <p>< 8> RECIPIENT ORGANIZATION INQUIRY</p> <p>< 9> CFDA INQUIRY</p> <p><10> ALC INQUIRY</p> <p><11> RETURNED PAYMENT INQUIRY PROMPT</p> <p><12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT</p>	<p>ENTER SELECTION NUMBER:</p> <p>PRESS ENTER</p>
--	---

F2=EXIT F5=MAIN

SECTION 3.5

ACCOUNT PROFILE INQUIRY

Each ASAP Account has a **profile** in the system containing information about the account. The profiles are created and maintained by the Federal Agency administering the associated program(s). The Account Profile Inquiry feature allows you to view the profile for any of your ASAP Accounts. You may inquire on only those accounts related to your organization as defined in the Account Profile.

HOW TO BUILD YOUR INQUIRY

In order to view the profile for an ASAP Account, you must specify a valid combination of:

- ▶ the **Agency Location Code / Region** of the Federal Agency providing funds,
- ▶ the **Recipient ID** of the Recipient Organization using the funds, and
- ▶ the **Account ID** used to identify and track the funds.

SCREEN FIELDS TO NOTE

In addition to the three elements used to identify each ASAP Account (**Agency Location Code / Region, Recipient ID, and Account ID**), each account profile contains some or all of the following items:

- ▶ **Account Description** - A title or other description of the ASAP Account as entered by the Federal Agency.
- ▶ **Account Status Indicator** - There are three possible Account Statuses:
 - Open - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.
 - Suspended - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.
 - Closed - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.
- ▶ **Budget Period End Date** - Allows the Federal Agencies to record the date up to which expenses related to this program may be incurred by the Recipient. This is strictly an information field, used at the discretion of the Federal Agency.
- ▶ **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.
- ▶ **ASAP 1031 Indicator** - may be used by the Federal Agency to specify whether 1031 wire transfer requests by an authorized financial institution (**Y**) **may** or (**N**) **may not** be made against this ASAP Account.
- ▶ **Group ID** - The Federal Agency maintaining this ASAP Account may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes.
- ▶ **Begin Date** - may be used by the Federal Agency to indicate the date on which the grant period starts.

- ▶ **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. If an End Date is indicated on an account profile, no payment requests may be made against that ASAP Account on or after that date.
- ▶ **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (Y) is or (N) is **not** covered by the Cash Management Improvement Act (CMIA).
- ▶ **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Domestic Assistance (CFDA) Number associated with this ASAP Account.
- ▶ **Create Date** and **Create Time** - the time and date stamp assigned by the system when the account profile is created.
- ▶ **Funding Technique** - may be used by the Federal Agency to indicate the funding technique selected by the Recipient Organization for programs covered by CMIA.
- ▶ **Total Estimated Grant Amount** - may be used by the Federal Agency to indicate the estimated total grant award.
- ▶ **Cumulative Authorized Amount** - the sum of: the original authorized amount **plus** increase authorizations **minus** decrease authorizations.
- ▶ **Available Balance** - the current available balance of the account - this is the same available balance figure for an ASAP Account as appears in the Account Balance Inquiry screen and the Payment Request screens.
- ▶ **Payment Warehouse Indicator** - may be used by the Federal Agency to prevent a payment from being warehoused against the ASAP account.

GUIDE TO EXAMPLES

In this section, users will learn how to use the Account Profile Inquiry feature.

There is one example provided, and all users should complete the steps of this example.

Example One

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- ▶ One Agency Location Code
- ▶ One Recipient ID
- ▶ Account ID

STEP 1 - ACTION:

After selecting menu option 5 from the Inquiry menu, you will see the Account Profile Inquiry screen. Fill in the first three fields of the screen and press Enter.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/1997
SP065AO	ACCOUNT PROFILE INQUIRY	HH:MM:SS
01/08/1997 T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME:
RECIPIENT ID: 01011111		SHORT NAME:
ACCOUNT ID: F1R10002		
ACCOUNT DESCRIPTION:		
ACCT STATUS INDICATOR (O/S/C):		BUD. PER. END DATE:
REQUESTOR ID:		ASAP 1031 (Y/N):
GROUP ID:		PYMNT WAREHOUSE IND (Y/N):
BEGIN DATE:	END DATE:	CMIA INDICATOR (Y/N):
CFDA NUMBER:	CREATE DATE:	CREATE TIME:
FUNDING TECHNIQUE:		
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

STEP 1 - RESULT:

The Account Profile Inquiry screen appears with the information about the account displayed.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/1997
SP065AO	ACCOUNT PROFILE INQUIRY	HH:MM:SS
01/08/1997 T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME:US MONEY1
RECIPIENT ID: 01011111		SHORT NAME:GRAY U
ACCOUNT ID: F1R10002		
ACCOUNT DESCRIPTION: TEST ACCOUNT		
ACCT STATUS INDICATOR (O/S/C): O		BUD. PER. END DATE:
REQUESTOR ID: 0101234		ASAP 1031 (Y/N): N
GROUP ID:		PYMNT WAREHOUSE IND (Y/N): N
BEGIN DATE: 01/01/1997	END DATE: 12/31/1997	CMIA INDICATOR (Y/N): N
CFDA NUMBER: 10.000	CREATE DATE: 12/31/1996	CREATE TIME: 08:00
FUNDING TECHNIQUE:		
TOTAL ESTIMATED GRANT AMOUNT: \$10,000,000.00		
CUMULATIVE AUTHORIZED AMOUNT: \$500,000.00		
AVAILABLE BALANCE: \$427,000.00		
F4=MENU F5=MAIN		

STEP 2 - ACTION:

Press F4=MENU to return to the Inquiry Menu.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/1997
SP065AO          ACCOUNT PROFILE INQUIRY                          HH:MM:SS
01/08/1997 T

AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:US MONEY1
RECIPIENT ID: 0101111                      SHORT NAME:GRAY U
ACCOUNT ID: F1R10002

ACCOUNT DESCRIPTION: TEST ACCOUNT
ACCT STATUS INDICATOR (O/S/C): O            BUD. PER. END DATE
REQUESTOR ID: 0101234                      ASAP 1031 (Y/N): N
GROUP ID:                                PYMNT WAREHOUSE IND (Y/N): N

BEGIN DATE: 01/01/1997      END DATE: 12/31/1997  CMIA INDICATOR (Y/N): N
CFDA NUMBER: 10.000        CREATE DATE: 12/31/1996  CREATE TIME: 08:00
FUNDING TECHNIQUE:
TOTAL ESTIMATED GRANT AMOUNT: $10,000,000.00

CUMULATIVE AUTHORIZED AMOUNT: $500,000.00
AVAILABLE BALANCE: $427,000.00

                                F4=MENU  F5=MAIN
I0009          INQUIRY SUCCESSFUL.

```

STEP 2 - RESULT:

The Inquiry Menu appears.

```

SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/97
SP100AO          INQUIRY MENU                                    HH:MM:SS
01/08/1997 T

      < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
      < 2>  ACCOUNT BALANCE INQUIRY PROMPT
      < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
      < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
      < 5>  ACCOUNT PROFILE INQUIRY
      < 6>  FEDERAL PROGRAM AGENCY INQUIRY
      < 7>  PAYMENT REQUESTOR INQUIRY
      < 8>  RECIPIENT ORGANIZATION INQUIRY
      < 9>  CFDA INQUIRY
      <10>  ALC INQUIRY
      <11>  RETURNED PAYMENT INQUIRY PROMPT
      <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT

                                ENTER SELECTION NUMBER:
                                PRESS ENTER

F2=EXIT          F5=MAIN

```

SECTION 3.6**PAYMENT REQUESTOR INQUIRY**

This feature allows you to view the Payment Requestor profile for your organization.

Profile information is obtained during the enrollment process when the Payment Requestor completes the forms contained in the enrollment package. RFC personnel review the enrollment package to

ensure completeness and enter the necessary information into the ASAP system. **The Payment Requestor is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Payment Requestor is identified in ASAP by a unique **Requestor ID** generated by the system at the time the Payment Requestor profile is created. To view the profile for your Payment Requestor organization, type your 7-digit Requestor ID in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Payment Requestor profile includes the full **organization name, address, contact personnel, and certifying official**. The profile also indicates the Payment Requestor's **Short Name**, which is the abbreviation used to identify it on payment remittance information

In addition to the descriptive information outlined above, information critical to the payment process appears on the Payment Requestor Profile, as detailed below:

- ▶ **ACH DFI ABA Number** - identifies the Depository Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's Automated Clearing House (ACH) payment system.
- ▶ **ACH Bank Account Number** - the Payment Requestor's bank account at the DFI to which its ACH payments will be credited.
- ▶ **ACH Account Type** - indicates whether the bank account receiving ASAP ACH credits is a **(D)** demand (checking) account or **(S)** savings account.
- ▶ **FUNDS DFI ABA Number** - identifies the Depository Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's FEDWIRE payment system.
- ▶ **FUNDS Bank Account Number** - the Payment Requestor's bank account at the DFI to which its FEDWIRE payments will be credited.

- ! Funds for all payment requests submitted by a Payment Requestor will be transferred to the bank accounts specified in its profile. Each Payment Requestor profile **must** have either ACH or FUNDS banking information **or both**, depending on the payment mechanisms to be used to transfer funds. The ACH and FUNDS DFIs may be different entities for any given Payment Requestor, and the ACH and FUNDS bank account numbers can also be different.

- ▶ **PR Active Flag** - indicates whether the Payment Requestor is “active”, or able to perform functions in ASAP. “Y” indicates that the Payment Requestor is active, and “N” indicates that the Payment Requestor is inactive.
- ▶ **Advising Terminal** - for RFC and FRB use only.

GUIDE TO EXAMPLES

In this section, users will learn how to use the Payment Requestor profile inquiry feature.

One example is provided in this section, and all users should complete the steps of this example.

EXAMPLE ONE

Use the Payment Requestor Inquiry feature to view the profile for your Payment Requestor organization.

- ▶ One Requestor ID

STEP 1 - ACTION:

After selecting menu option 7 from the Inquiry menu, you will see the Payment Requestor Inquiry screen. Your Requestor ID is displayed in the Requestor ID field, so just press Enter to complete the inquiry.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP310AO	PAYMENT REQUESTOR INQUIRY	HH:MM:SS
01/08/1997 T		
REQUESTOR ID: 0101234		
FULL NAME:		
ADDRESS LINE 1:		
ADDRESS LINE 2:		
ADDRESS LINE 3:		
CITY:	STATE:	ZIP CODE: -
COUNTRY:		
CONTACT NAME:		
CONTACT PHONE: () -		
CERTIFYING OFFICIAL:		
CONTACT EXTENSION:		
CERTIFYING OFFICIAL TITLE:		
CERTIFYING OFFICIAL PHONE: () -		
EXTENSION:		
ACH - DFI ABA NO:	BK ACCT NO:	ACCT TYPE:
ACCOUNT TITLE:		
FDS - DFI ABA NO:	BK ACCT NO:	
ACCOUNT TITLE:		
PR ACTIVE FLAG:	ADVISING TERMINAL:	
F4=MENU F5=MAIN		

STEP 1 - RESULT:

The Payment Requestor profile information for your organization will appear.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP310AO	PAYMENT REQUESTOR INQUIRY	HH:MM:SS
01/08/1997 T		
REQUESTOR ID: 0101234		
FULL NAME: DEPARTMENT OF HUMAN RESOURCES		
PSEUDO ABA:		
SHORT NAME: DHR		
ADDRESS LINE 1: 400 WINTER STREET, 6TH FLOOR		
TIN:		
ADDRESS LINE 2:		
DUNS:		
ADDRESS LINE 3:		
CITY: BOSTON	STATE: MA	ZIP CODE: 02138 -
COUNTRY:		
CONTACT NAME: JOHN DOE		
CONTACT PHONE: (617) 123-4567		
CERTIFYING OFFICIAL: JANE SMITH		
CONTACT EXTENSION:		
CERTIFYING OFFICIAL TITLE: MANAGER, FUND AND EXP ACCT		
CERTIFYING OFFICIAL PHONE: (617) 123-4566		
EXTENSION:		
ACH - DFI ABA NO: 010101010	BK ACCT NO: 9543210876	ACCT TYPE: D
ACCOUNT TITLE:		
FDS - DFI ABA NO: 010101010	BK ACCT NO: 9543210876	
ACCOUNT TITLE:		
PR ACTIVE FLAG: Y	ADVISING TERMINAL: E1QNU1XP	
F4=MENU F5=MAIN		
I0009 INQUIRY SUCCESSFUL.		

STEP 2 - ACTION:

Press F4=MENU to return to the Inquiry Menu screen.


```

SP310A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP310AO          PAYMENT REQUESTOR INQUIRY                          HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234          PSEUDO ABA:
FULL NAME:  DEPARTMENT OF HUMAN RESOURCES          SHORT NAME:  DHR
ADDRESS LINE 1:  400 WINTER STREET, 6TH FLOOR      TIN:
ADDRESS LINE 2:                                     DUNS:
ADDRESS LINE 3:
CITY:  BOSTON          STATE: MA  ZIP CODE: 02138 -
COUNTRY:

CONTACT NAME: JOHN DOE          CONTACT PHONE: (617) 123-4567
CERTIFYING OFFICIAL: JANE SMITH          CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE: MANAGER, FUND AND EXP ACCT
CERTIFYING OFFICIAL PHONE: (617) 123-4566          EXTENSION:
ACH - DFI ABA NO: 010101010          BK ACCT NO: 9543210876          ACCT TYPE: D
ACCOUNT TITLE:
FDS - DFI ABA NO: 010101010          BK ACCT NO: 9543210876
ACCOUNT TITLE:
PR ACTIVE FLAG: Y          ADVISING TERMINAL: E1QNU1XP

          F4=MENU  F5=MAIN
I0009  INQUIRY SUCCESSFUL.

```

STEP 2 - RESULT:

The following screen appears, allowing for selection of another INQUIRY option.

```

SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP100AO          INQUIRY MENU                          HH:MM:SS
01/08/1997 T

< 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
< 2>  ACCOUNT BALANCE INQUIRY PROMPT
< 3>  ACCOUNT STATEMENT INQUIRY PROMPT
< 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
< 5>  ACCOUNT PROFILE INQUIRY
< 6>  FEDERAL PROGRAM AGENCY INQUIRY
< 7>  PAYMENT REQUESTOR INQUIRY
< 8>  RECIPIENT ORGANIZATION INQUIRY
< 9>  CFDA INQUIRY
<10>  ALC INQUIRY
<11>  RETURNED PAYMENT INQUIRY PROMPT
<12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT

          ENTER SELECTION NUMBER:
          PRESS ENTER

F2=EXIT          F5=MAIN

```

SECTION 3.7

RECIPIENT ORGANIZATION INQUIRY

This feature allows you to view profile(s) for the Recipient Organization(s) for which your Payment Requestor organization is authorized to draw funds in ASAP.

Profile information is obtained during the enrollment process when the Recipient Organization completes the forms contained in the enrollment package. RFC personnel review the enrollment

package and enter the necessary information into ASAP. **The Recipient Organization is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Recipient Organization is identified in ASAP by a unique **Recipient ID** generated by the system at the time the profile is created in ASAP. In cases where the Recipient Organization is authorized to act as its own Payment Requestor, the Recipient Organization will have both a Recipient ID and a Requestor ID, along with the corresponding profiles in ASAP.

To view the profile for a Recipient Organization, type its 7-digit Recipient ID in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Recipient Organization profile includes the full **organization name, address, contact personnel, and certifying official**. The profile also indicates the Recipient Organization's **Short Name**, which is the abbreviation used to identify it on payment remittance information.

Additional profile information includes:

- ▶ **RO Active Flag** - indicates whether the Recipient Organization is designated as “active”, or able to perform functions in ASAP. “Y” indicates that the Recipient Organization is active, and “N” indicates that the Recipient Organization is inactive.
- ▶ **Advising Terminal** - for RFC and FRB use only.

GUIDE TO EXAMPLES

In this section, users will learn how to inquire on Recipient Organization profiles.

There is one example in this section, and all users should complete the steps of this example.

EXAMPLE ONE

Use the Recipient Organization Inquiry feature to view the profile for your Recipient Organization.

- ▶ One Recipient ID

STEP 1 - ACTION:

After selecting menu option 8 from the Inquiry menu, you will see the Recipient Organization Inquiry screen. Enter the RECIPIENT ID and press Enter.

SP315A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP315AO	RECIPIENT ORGANIZATION INQUIRY	HH:MM:SS
01/08/1997 T		
RECIPIENT ID: 0101111		
FULL NAME:		SHORT NAME:
ADDRESS LINE 1:		
ADDRESS LINE 2:		
ADDRESS LINE 3:		
CITY:	STATE:	ZIP CODE: -
COUNTRY:		
CONTACT NAME:		CONTACT PHONE: () -
		CONTACT EXTENSION:
CERTIFYING OFFICIAL:		
CERTIFYING OFFICIAL TITLE:		
CERTIFYING OFFICIAL PHONE: () -		EXTENSION:
RO ACTIVE FLAG:		ADVISING TERMINAL:
F4=MENU F5=MAIN		

STEP 1 - RESULT:

The Recipient Organization profile information will appear.

SP315A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP315AO	RECIPIENT ORGANIZATION INQUIRY	HH:MM:SS
01/08/1997 T		
RECIPIENT ID: 0101111		
FULL NAME: DEPARTMENT OF HUMAN RESOURCES		SHORT NAME: DHR
ADDRESS LINE 1: 400 WINTER STREET, 6TH FLOOR		
ADDRESS LINE 2:		
ADDRESS LINE 3:		
CITY: BOSTON	STATE: MA	ZIP CODE: 02138 -
COUNTRY:		
CONTACT NAME: JOHN DOE		CONTACT PHONE: (617) 123-4567
		CONTACT EXTENSION:
CERTIFYING OFFICIAL: JANE SMITH		
CERTIFYING OFFICIAL TITLE: MANAGER, FUND AND EXP ACCT		
CERTIFYING OFFICIAL PHONE: (617) 123-4566		EXTENSION:
RO ACTIVE FLAG: Y		ADVISING TERMINAL: E1QNU1XP
F4=MENU F5=MAIN		
I0009 INQUIRY SUCCESSFUL.		

STEP 2 - ACTION:

Press F4=MENU to return to the Inquiry Menu screen.

```
SP315A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP315AO          RECIPIENT ORGANIZATION INQUIRY                      HH:MM:SS
01/08/1997 T

RECIPIENT ID: 0101111
FULL NAME:  DEPARTMENT OF HUMAN RESOURCES          SHORT NAME:  DHR
ADDRESS LINE 1:  400 WINTER STREET, 6TH FLOOR
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY: BOSTON          STATE: MA          ZIP CODE: 02138 -
COUNTRY:

CONTACT NAME: JOHN DOE          CONTACT PHONE: (617) 123-4567
CONTACT EXTENSION:

CERTIFYING OFFICIAL: JANE SMITH
CERTIFYING OFFICIAL TITLE: MANAGER, FUND AND EXP ACCT
CERTIFYING OFFICIAL PHONE:  (617) 123-4566          EXTENSION:

RO ACTIVE FLAG: Y          ADVISING TERMINAL: E1QNU1XP

          F4=MENU          F5=MAIN
I0009  INQUIRY SUCCESSFUL.
```

STEP 2 - RESULT:

The following screen appears, allowing for selection of another INQUIRY option.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP100AO          INQUIRY MENU                      HH:MM:SS
01/08/1997 T

< 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
< 2>  ACCOUNT BALANCE INQUIRY PROMPT
< 3>  ACCOUNT STATEMENT INQUIRY PROMPT
< 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
< 5>  ACCOUNT PROFILE INQUIRY
< 6>  FEDERAL PROGRAM AGENCY INQUIRY
< 7>  PAYMENT REQUESTOR INQUIRY
< 8>  RECIPIENT ORGANIZATION INQUIRY
< 9>  CFDA INQUIRY
<10>  ALC INQUIRY
<11>  RETURNED PAYMENT INQUIRY PROMPT
<12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT

ENTER SELECTION NUMBER:
PRESS ENTER

F2=EXIT  F5=MAIN
```

SECTION 3.8

BOOK ENTRY ADJUSTMENT INQUIRY

This feature allows you to view book entry adjustment transactions made to your ASAP Accounts within any specified date range.

The **Book Entry Adjustment Summary Inquiry** screen displays information on adjustments at a summary level. Adjustments are sorted in ascending order by posting date and time. You may select a book entry adjustment transaction from the summary screen to view detail information pertaining to the debits and credits of the adjustment.

The **Book Entry Adjustment Detail Inquiry** screen displays detailed information on a specific adjustment such as the adjustment reason, the Recipient IDs and Account IDs involved, the User ID of the person who made the adjustment, and the debit and credit amounts of the adjustment.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

- ▶ **Adjustment Reference Number** - an identifier which may have been assigned by the individual making a book entry adjustment. (On the summary screen, this information appears under the abbreviated heading of “**REF NUM**”.)
- ▶ **Adjustment Dates From and To** - use these dates to specify a time period in which the adjustment was made (posted). Note that if you leave the “Adjustment Date To” field blank, it will default to the same date as the “Adjustment Date From”, making your date range equal to that one day only. If entered, the “Adjustment Date To” cannot be greater than the current cycle date.
- ▶ **Adjustment Sequence Number** (prompt screen) and **ASAP Sequence Number** (detail screen) - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:

Date - the date the transaction was posted.

Terminal ID - the ASAP terminal (PC connection) from which the adjustment was made.

Sequence # - a sequential number used to identify the session during which the adjustment was made on a given terminal and date.

- ▶ **S** - An abbreviation for “Select” on the summary screen. Typing an “S” in this field next to an adjustment transaction and pressing Enter allows you to view detail information on that transaction.
- ▶ **Date and Time** - Displayed on the summary screen, the date and time the adjustment was made.
- ▶ **NBR ITM** -An abbreviation for “Number of Items” on the summary screen. This field

displays how many debit/credit line items make up the adjustment.

- ▶ **Adjustment Total** -the total amount of money transferred in an adjustment, which is the same as the Debit Total or Credit Total for an adjustment. Abbreviated as “Adjstmnt Total” on the detail screen.
- ▶ **Adjustment Initiator** - the User ID of the individual who made the adjustment. Abbreviated as “Adjstmnt Initiator” on the detail screen.
- ▶ **Adjustment Reason** - a description or other annotation of the adjustment, if any was entered when the adjustment was made.
- ▶ **Debit Amount** - the amount of money moved **out** of an ASAP Account.
- ▶ **Credit Amount** - the amount of money moved **into** an ASAP Account.
- ▶ **ITM #** - sequential numbers assigned by the system to each line item within an adjustment when the adjustment was posted.

GUIDE TO EXAMPLES

In this section, users will learn how to use the Book Entry Adjustment inquiry feature.

There is one example in this section that describes how to inquire on all Book Entry adjustments for a given date range - all users should complete the steps shown in this example.

EXAMPLE ONE

Use the Book Entry Adjustment Inquiry feature to view transactions made to your ASAP accounts within a specified date range.

- ▶ Agency Location Code
- ▶ Recipient ID
- ▶ Date Range

STEP 1 - ACTION:

After selecting menu option 12 from the Inquiry menu, you will see the Book Entry Adjustment Inquiry prompt screen. Fill in the prompt screen as shown below and press Enter.

SP170A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP170AO	BOOK ENTRY ADJUSTMENT INQUIRY PROMPT	HH:MM:SS
01/08/1997 T		
REQUESTOR ID: 0101234		SHORT NAME:
ADJUSTMENT REFERENCE NUMBER: _____		
AGENCY LOCATION CODE/REGION: 11000001		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME:
ADJUSTMENT DATES FROM: 01/01/1997 TO: 01/08/1997		
ADJUSTMENT SEQUENCE NUMBER:		
DATE: __ / __ / __		
TERMINAL ID: _____		
SEQUENCE #: _____		
F4=MENU F5=MAIN		

STEP 1 - RESULT:

The following screen appears with the Summary Book Entry Adjustment information for criteria specified on the prompt screen.

SP175A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP175AO	BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY		HH:MM:SS
01/08/1997 T			
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: 11000001		SHORT NAME: US MONEY1	
ADJUSTMENT REFERENCE NUMBER:			
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ADJUSTMENT DATES FROM: 01/01/1997 TO: 01/08/1997			
S	DATE	TIME	REF NUM
-	01/08/1997	10:37:36	
		NBR	ADJUSTMENT
		ITM	TOTAL
		02	\$50,000.00
F3=PRMT F4=MENU F5=MAIN			
F9=ALC F10=RO			

STEP 2 - ACTION:

Type the letter S in the select field and press Enter.

```

SP175A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP175AO          BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY              HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234          SHORT NAME:GRAY U
AGENCY LOCATION CODE/REGION: 11000001      SHORT NAME:US MONEY1
ADJUSTMENT REFERENCE NUMBER:
RECIPIENT ID: 0101111          SHORT NAME:GRAY U

                                ADJUSTMENT DATES FROM: 01/01/1997 TO 01/08/1997
                                NBR          ADJUSTMENT
                                ITM          TOTAL

      S      DATE      TIME      REF NUM      NBR          ADJUSTMENT
      S      01/08/1997 10:37:36      02          $50,000.00

F3=PRMT F4=MENU F5=MAIN          F9=ALC  F10=RO

```

STEP 2 - RESULT:

The following screen appears, displaying the detail information for the selected book entry transaction.

```

SP180A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP180AO          BOOK ENTRY ADJUSTMENT DETAIL INQUIRY              HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234          SHORT NAME:GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:US MONEY1
ADJUSTMENT REFERENCE NUMBER:          ADJSTMNT INITIATOR: ABCDE01
                                ADJSTMNT TOTAL:          $50,000.00

ADJUSTMENT REASON: TESTING

ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 00003
RECIPIENT          DEBIT          CREDIT          ITM
ID          ACCOUNT ID          AMOUNT          AMOUNT          #          ITM
0101111          F1R10001          $50,000          $50,000          01
0101111          F1R10002          $50,000          $50,000          02

F3=PRMT F4=MENU F5=MAIN          F11=LIST

```

STEP 3 - ACTION:

Press F5 to return to the Main menu.

SP180A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP180AO	BOOK ENTRY ADJUSTMENT DETAIL INQUIRY	HH:MM:SS
01/08/1997 T		
REQUESTOR ID: 0101234	SHORT NAME:GRAY U	
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME:US MONEY1	
ADJUSTMENT REFERENCE NUMBER:	ADJSTMNT INITIATOR: ABCDE01	
	ADJSTMNT TOTAL: \$50,000.00	
ADJUSTMENT REASON: TESTING		
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003		
RECIPIENT	DEBIT	CREDIT
ID	AMOUNT	ITM
0101111	\$50,000	01
0101111		02
		\$50,000
F3=PRMT F4=MENU F5=MAIN		
F11=LIST		

STEP 3 - RESULT:

The Main menu appears.

SPASAP	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SPASAP	MAIN MENU SELECTIONS	HH:MM:SS
01/08/1997 T		
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> ACCOUNT/AUTHORIZATION PROCESSING		
<4> RETURNED PAYMENT PROCESSING		
<5> TABLE MAINTENANCE		
<6> FRB SUPPORT PROCESSING		
<7> REPORT REQUEST PROCESSING		
ASAP ID:	ENTER SELECTION NUMBER:	
ORGANIZATION ACCESS CODE:	PRESS ENTER	
F2=EXIT		